

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
May 23, 2008

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>	Pete Delgado, President Irene Recendez, Vice President Nancy Miller, Secretary M. Anderson Thomas Berne, MD Vivian Branchick, RN James Doughty, RN Elizabeth Jones, RN Ernest Moreno Joseph Van Der Meulen, MD	<b>EXCUSED/</b> <b>ABSENT:</b> Maria Torres Flores Rosa Maria Hernandez	<b>GUESTS:</b> Maria Caballero Doris DeHart Sylvia Estrada
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	P. Delgado called the meeting to order. Members and guest introduced themselves.	Information	
<b>APPROVAL OF MINUTES</b>	Minutes of February 22, 2008	Approved as written. N. Miller will post on CONAH website	N. Miller
<b>MINUTES FOLLOW-UP</b>	All follow-up actions are included on the agenda for this meeting.		
<b>ANNOUNCEMENTS</b>	<u>Board of Trustees Appreciation</u> – P. Delgado thanked Rosa Maria Hernandez and Ernie Moreno for representing the Board at the Accrediting Commission for Community and Junior Colleges (ACCJC) site visit to the College	Information	
<b>OLD BUSINESS</b>			
<b>REPORTING STRUCTURE PROPOSAL</b>	P. Delgado resumed the discussion regarding the proposal that the College change its structure to report to the Los Angeles County (LAC) Department of Health Services (DHS) through Vivian Branchick. He emphasized the importance of DHS support to the future of the College. Members discussed the advantages and disadvantages of the proposal.	Approved.	
<b>BOARD OF TRUSTEES BYLAWS</b>	Proposed changes to Bylaws: Membership language distributed to members prior to meeting and included in meeting materials: 1. Article II: Membership a. Section 1: Members (p. 3) i. Replace: Executive Director, LAC+USC Healthcare Network with DHS, Director of Nursing Affairs ii. New: Executive Director, LAC+USC Healthcare Network shall be an ex-officio member b. Section 2: Terms of Membership (p. 4) i. New: Ex-officio members are former Board officers ii. New: Ex-officio ... members serve as nonvoting consultants 2. Article III: Officers and Duty of Officers (p. 5) a. Section 1: Designation i. Replace: The President shall be the <i>Executive Director, LAC+USC Healthcare Network</i> with the <i>DHS, Director of Nursing Affairs</i> ii. New: The Executive Director of the LAC+USC Healthcare Network shall be an ex-officio member 3. Discussion a. Ownership – The College belongs to the LAC DHS and produces new graduate and specialty trained RNs for all of DHS. The College will remain in the Network's budget and closely affiliated with the Network. The SON and the College are essential for Network staffing and staff development b. Ex-officio Status – Allows P. Delgado to direct more focus on move to new facility and provides V. Branchick with administrative and governing authority c. Ex-officio Voting Rights – Members recommend that Network CEO retain voting rights in	Approved with amendment that Network CEO retains voting rights. N. Miller will revise bylaws and distribute to members.	

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	consideration of budgetary authority and responsibility.		
ACCJC/WASC VISIT FOLLOW-UP	<ol style="list-style-type: none"> <li>1. <u>Research</u> – Research Director, Maryam Ibrahim, hired. Job bulletin and M. Ibrahim's curriculum vitae included in meeting materials.</li> <li>2. <u>Planning</u> – College Strategic Plan 2005-2010: Status Report included in meeting materials. The College is an integral component of the Network Strategic Planning initiative. P. Delgado described the Balanced Score Card methodology for aligning organizational customers, themes, and foundational elements.</li> <li>3. <u>Allied Health</u> – The requested position was allocated to the College budget, six candidates were interviewed, and one was selected, who is in the hiring process. The job bulletin is included in the meeting materials</li> <li>4. <u>Program Review/Student Learning Outcomes</u> – The Research Director led the faculty in developing College, General Education and course student learning outcomes (SLOs). Example College level SLO included in meeting materials. SLOs provide the basis for program review.</li> <li>5. <u>Library &amp; Skills Lab Access</u> – Expanded Skills Lab hours were piloted for last three semesters to correspond with skills competency testing. Student participation was good. In addition, Library hours were expanded prior to final exams. Student participation was poor. The few students that took advantage of the weekend hours used the library primarily for study space not for resource materials.</li> <li>6. <u>IT Support</u> – M. Caballero will discuss with standing agenda item: College Information Systems.</li> </ol>	Information	
SATELLITE CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	<ol style="list-style-type: none"> <li>1. <u>Regulatory Agency Approvals</u> – Updated timeline reviewed. ACCJC will review the April 17<sup>th</sup> team visit recommendations at the June commission meeting. The Board of Registered Nursing (BRN) will review the Major Curriculum Revision proposal at the August Education and Licensing Committee meeting. The BRN will vote on approval at the September 2008 full BRN meeting. The substantive change proposal will be submitted to the September ACCJC Substantive Change meeting for approval with final approval vote by the commission in November. The grant liaison informed V. Branchick that LA Care approved extension of the grant.</li> <li>2. <u>Faculty and Staff Hiring</u> – Program Director and faculty hiring still pending HR/ approval process.</li> <li>3. <u>Facilities</u> – Classroom, skills and computer lab, library, and office space were identified. OVMC will provide furniture, equipment, and supplies. Next meeting scheduled for June 9<sup>th</sup>.</li> </ol>	Information	
MEXICAN CONSULATE COLLABORATIVE PROJECT	<ol style="list-style-type: none"> <li>1. P. Delgado reviewed the background, history, purpose, and advantages of the project.</li> <li>2. I. Recendez and M. Caballero reported on the status of the project. County Counsel obtained the consult of an immigration lawyer to assist with visa and other student options such as methods for enrolling students in professional development/clinical courses. Student exchange "J" visas allow students to provide hands-on care. However, "J" visas are currently limited to physicians only. The SON was approved to accept foreign students on F1 Visas but only if enrolled in the full two-year program. The immigration lawyer also informed the project group that sponsorship of foreign nursing school graduates is a minor liability issue only. Finding jobs for these nurses should not be difficult.</li> </ol>	Information	
NCLEX-RN PASS RATE	<ol style="list-style-type: none"> <li>1. <u>National Council Licensure Exam – Registered Nurse (NCLEX-RN) Pass Rate by SON Graduating Class</u> – distributed and reviewed. Average 1<sup>st</sup> attempt pass rate/graduating class is 93% for the last four classes. The average pass rate for repeat attempts is 99%. The attrition</li> </ol>	Information	

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	rate remains approximately 15%. 2. <u>NCLEX-RN Comparison to State &amp; National Averages</u> – SON pass rate ranges from 3-17% higher than the state and national averages for the last five time periods.		
RECRUITMENT STATUS	1. <u>Fall 2008 SON Projected Enrollment</u> – M. Caballero reported that 70 students are projected to enter the first semester basic RN program, 10 of these will be do their clinical rotations at OVMC. Forty-five LVNs are expected to enter the third semester as advanced placement students. Thirty of these LVN students are enrolled through the Workforce Development program. 2. <u>DHS Hiring Status</u> – LAC Employment rate for students and graduates of the classes of 2003-I through 2007-II distributed and reviewed. 63% of the class of 2007-I was hired by LAC as compared to 47% of the class of 2006-II. This is a 16% increase in employment. The class of 2007-I is the first class to graduate under the increased tuition and revised tuition agreement contract. Other factors contributing to increased hiring include 1) Nurse Recruitment division escalated their hiring efforts, 2) Nurse Recruitment and the College continuing education division implemented a new hire Role Transition/Preceptor program, and 3) impending opening of the new hospital. P. Delgado again encouraged the College to recruit students who want to work for the DHS. 3. <u>DHS Hiring Process</u> – D. DeHart reported that Ad Hoc committee met with Employee Health Services (EHS) representatives to explore limiting the number of times students are required to complete employee physicals. EHS agreed with the committee's assessment that the many steps of the hiring process are unnecessary and redundant. EHS will implement a new policy that will permit the initial nursing student evaluation clearance to be good for two years. When the graduate is hired as an Interim Permittee or RN they will undergo an additional one-hour fitness for duty health clearance exam. Another meeting with EHS and Medical Records Information Systems will be scheduled. P. Delgado commended D. DeHart and the committee for their progress.	1. M. Caballero will continue to report enrollment and demographic data  2. N. Miller will continue to report hiring statistics at the May and November Board meetings  3. D. DeHart will report Ad Hoc committee progress at August meeting	1. M. Caballero  2. N. Miller  3. D. DeHart
COLLEGE INFORMATION SYSTEMS	1. <u>Student Information System</u> – M. Caballero reported that DHS has assigned a project coordinator for all of the College information technology issues. The student information system is on target for data transition and expects to go live this summer. 2. <u>Learning Management System</u> – M. Caballero reported that the College is meeting with the DHS project management group. The College will be the beta testing site and anticipates going live with the system in July.	Information	
ALLIED HEALTH REPORT	D. DeHart reported that the College interviewed several candidates and selected one, who is in the offering/hiring process	Information	
<b>NEW BUSINESS</b>			
OFF AGENDA ITEMS	<u>Los Angeles Community College District Bond Measure</u> – E. Moreno reported that a \$3.5 billion bond measure is being proposed to open an educational center, under the leadership of East LA Community College, in concert with LA Valley and LA Trade Tech.	Information	
NEXT MEETING	August 22, 2008 8:00 to 10:00 p.m. College of Nursing and Allied Health	N. Miller will forward agenda and minutes to members prior to meeting	N. Miller

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	Tower Hall, Room 105		

Approved by: (Signature on file)  
Pete Delgado

Prepared by: (Signature on file)  
Nancy Miller

BOT.Agendas/Mins

5/27/08